

## CANS Calendar of Events/Due Dates 2005-2006

The following list includes important activities, events and due dates for the school year in South Dakota. While this is specific for 2005-2006, the dates are very close from year to year except that conference dates and locations change.

### ***Office of School Enhancement Child and Adult Nutrition Services (CANS)***



**Annually** -- Audits due 9 months from end of agency's fiscal year.

### **Monthly**

5 -- CANS will mail commodity order blanks to nine-month schools from August –April on or about the 5th. Those schools and RCCIs operating year-round receive an order blank August-May.

10 -- Schools submit claims for meal reimbursement for each prior month of operation. Months with 10 days or less can be combined with the prior or following month.

15 -- Schools submit commodity order blanks for next month's delivery; schools submit receipts for current month's commodities.

20 – 25 – State processes reimbursement payments

TBA -- State will process meal reimbursement to local agencies through Automated Clearing House for applicable nutrition programs. (Further instruction will come from Office of Finance & Management - DOE. Address questions to that office.)

### **August**

2-5 - SD School Food Service Association annual conference and CANS workshop. Information can be found at <http://www.sdsna.org/conference.htm>

### **September**

First Friday – School Nutrition Program application packets due.

CACFP applications due same date for those operated by schools.

Dates are staggered for other agencies with CACFP.

### **October**

1 -- Count number of approved applications for meal benefit to determine verification (See NSLP memo 51.2). *This is a change from the 2004-05 school year.*

### **November**

10 -- October site survey due with October claim for reimbursement

15 -- NSLP verification of applications for free and reduced price meals must be completed and documented based on number of applications on file October . (See NSLP-51.2). *This is a change from the 2004-05 school year.*

**January**

31 -- Certification Institute registration information mailed to local agencies.

**February**

1 -- Annual review of meal counting procedures by schools and RCCIs completed, documented and retained in local files. (See NSLP-52).

**March**

1 – Verification Report 742SD due to Child & Nutrition Services (See memo NSLP 51.2)

All month -- National Nutrition Month

SNA Legislative Action Conference, Washington, DC

National School Breakfast Week

Summer Food Service Program annual workshops

31 – Audit statements due, or else 9 months from end of fiscal year

**April**

Summer Food Service Program applications due

Certification Institute registrations due

**May**

First full week of May - Child Nutrition Employee Appreciation Week

Child & Adult Care Food Program/Summer Food Service Program operating workshops

**June**

18 – 23 -- Child Nutrition Program Personnel Certification Institute, Augustana College

**July**

CANS will mail meal program applications to local agencies.

16 – 19 -- SNA Annual National Conference, Los Angeles, CA

CANS mails the year-end summary of commodities

**August**

1- 4 -- SD School Food Service Association annual conference and CANS workshop, Sioux Falls

15 -- Operating statement and balance sheet for all school meals programs due from schools, RCCIs and BIA schools

